

**Environmental Management Consolidated Business Center (EMCBC)****Subject: EMCBC Visitor Access Procedure**

IMPLMENTING PROCEDURE

APPROVED: (Signature on File)

EMCBC Director

ISSUED BY: Office of Logistics Management

1.0 PURPOSE

To establish the Environmental Management Consolidated Business Center (EMCBC) procedure for registering and badging visitors and training guests to the EMCBC's Chiquita Center Facility.

2.0 SCOPE

This procedure applies to all visitors and training guests to the EMCBC who are U.S. citizens. Non-U.S. citizens must go through a formal approval process in accordance with DOE O 142.3, Unclassified Foreign Visits and Assignments Program.

3.0 APPLICABILITY

This procedure applies to all EMCBC Chiquita Center visitors and training guests and to the EMCBC organizations and personnel that host or sponsor those visitors/guests.

4.0 REQUIREMENTS and REFERENCES**4.1 Requirements**

4.1.1 DOE M 470.4-2, Chapter XV, DOE Badge Program, paragraph 3.c.

4.1 .2 DOE O 142.3, Unclassified Foreign Visits and Assignments Program

4.2 References

4.2.1 EMCBC PL-470-02, Rev 1, Chiquita Center Facility Security Plan

4.2.2 EMCBC IP-472-01, Rev. 2, Occupant Emergency Plan

4.2.3 Homeland Security Presidential Security Directive 12 (HSPD-12).

5.0 DEFINITIONS

5.1 Employee: An individual employed by the DOE EMCBC or a DOE EMCBC contractor.

- 5.2 Training Guests: Students or instructors of an EMCBC hosted training class held in the Chiquita Center. For the purpose of this procedure, there are two types of guests discussed, those personnel with a DOE Security Badge and All Others.
- 5.3 Visitor: Anyone who is not employed by the EMCBC or an EMCBC contractor and who does not possess a DOE standard security badge.
- 5.4 DOE Security Badge: A DOE Security Badge is the standard picture identification badge with gray, yellow or blue background or the Personal Identity Verification PIV-II credential established by HSPD-12.
- 5.5 Host: An EMCBC employee or organization who supports or sponsors a visitor.
- 5.6 Escort: An EMCBC or EMCBC contractor employee possessing a DOE security badge who accompanies a visitor.
- 5.7 Prohibited Articles: The following items are prohibited from the EMCBC Chiquita Center Facility: guns, explosives, or other objects likely to produce substantial injury or damage to persons or property; illegal drugs and other items prohibited by law; and alcoholic beverages.
- 5.8 Proximity Card: A Proximity card is a contact-less integrated circuit device that, when placed within approximately 10 inches of a card reader, will transmit an electronic signal releasing a magnetic lock. Proximity cards are needed for entrance or access to DOE occupied space on floors of the Chiquita Center. Proximity cards are not required for exit from such spaces.

6.0 RESPONSIBILITIES

- 6.1 EMCBC Director - Will approve the EMCBC Visitor Procedure.
- 6.2 EMCBC Security Specialist - Will oversee implementation of the Visitor Procedure and update the Procedure as needed. The Security Specialist will ensure that sufficient supplies of visitor badges are available.
- 6.3 EMCBC Human Resource (HR) Receptionist - Will issue/maintain EMCBC visitor badges and registration of visitors in accordance with this Procedure. HR is to ensure the Reception Desk is staffed with an individual familiar with this procedure 30 minutes prior to the start of any training class.
- 6.4 The HR Specialist, Human Resources Development & Employee Benefit (HRD & EB) - Will communicate to students via email or telephone with directions on where to report on the first day of training. The HR Specialist will also provide a list of prospective students to the HR staff member manning the Reception Desk.

- 6.5 All EMCBC Staff - Will ensure that persons hosted visitors are registered in the Visitor Log, and are provided with a visitor badge which is appropriately worn during the visit and returned at the conclusion of the visit. Staff shall also notify the HR Assistant (Receptionist) when visitors are expected.
- 6.6 EMCBC Visitors - Will comply with the requirements of this Procedure, including returning the visitor badge at the conclusion of the visit and prior to departing the EMCBC Chiquita Center. Failure to comply with these requirements may result in a denial of future access to the EMCBC.
- 6.7 EMCBC Host or Escort - Will advise their visitors of emergency exit procedures, exterior building evacuation assembly areas and tornado Take Shelter procedures. Personnel accountability at the assembly area will be a responsibility of the host/escort. The host will personally escort or arrange for someone else to escort training guests from the EMCBC Reception Desk to the training location or meeting location.
- 6.8 EMCBC organizations hosting or sponsoring training - Will ensure that the appropriate training or conference room is reserved via the automated scheduling system available on the EMCBC Local Area Network.
- 6.9 EMCBC organizations hosting or sponsoring training - Will ensure that training guests are met and escorted to the appropriate training or conference room on the first day of the training/visit.

7.0 GENERAL INFORMATION

- 7.1 In addition to the DOE Security Badge or EMCBC Visitor Badge, the EMCBC uses proximity cards and magnetic door locks to restrict access from the elevator lobby or common hallways on all floors. Proximity cards will be issued at the beginning of the training class either by the training host or the EMCBC Office of Logistics. The number of cards issued will be dependent on the class size. "Piggybacking" through elevator lobby doors with other training guests who display their DOE Security Badge or EMCBC Visitor Badge is authorized.
- 7.2 Proximity cards may be issued for individual EMCBC visitors on a case by case basis. They will only be issued to visitors with a need for access over an extended period of time; for example, a short term assignment over multiple days.
- 7.3 If either a visitor badge or proximity card is lost, stolen, or damaged, a training guest or visitor should immediately report that circumstance to the EMCBC Reception Desk, the HR Specialist assigned for training coordination or badging personnel in the Office of Logistics Management.

- 7.4 All training guests and visitors are expected to leave the EMCBC Chiquita Center facility by 5:30 p.m. on standard work days or they must be accompanied by an EMCBC employee/escort until such time as the visitor/training guest leave the EMCBC Chiquita Center.
- 7.5 Properly credentialed repair persons, vendors and delivery personnel performing a limited and short term work assignments in DOE space need not be badged or escorted. For the purpose of this procedure, 15 minutes or less is determined to be a limited short term duration. Properly badged means the visitor will have a Chiquita Center Pass or Badge or be a uniformed employee with credentials of a delivery company.

8.0 PROCEDURE

8.1 Prior to Class Start Date or Visit

- 8.1.1 EMCBC staff who are expecting a visitor during normal business hours (8:00 am. - 5:30 p.m.), are to notify the person serving as the EMCBC Receptionist of that fact prior to the visit. If possible, this notification should be made at least one day in advance. Prior to the visit, EMCBC staff planning to host a visit should confirm that all prospective visitors are U.S. citizens. Non-U.S. citizens will not be permitted access to the EMCBC until the visit has been approved by the EMCBC Director in accordance with DOE O 142.3, (Reference 4.1.2).
- 8.1.2 For Training Classes Only, the HRD&EB Specialist will ensure a class roster of expected students is provided to the EMCBC Reception Station and the Security Specialist in the Office of Logistics Management prior to the start date of the class.
- 8.1.3 The hosting organization will assist the Office of Logistics Management (OLM) with training room setup for the expected class size and needs of the instructor. This includes coordination for and setup of any necessary Information Technology support such as laptop computers, overhead projectors etc.

8.2 On the First Day of Class or the Visit

- 8.2.1 All visitors and training guests are to go to the 5th floor receptionist desk. Visitors and training guests will be asked to display photo identification and sign the Visitor Log (See Attachment B). The visitor's name, employer, and citizenship will be annotated in the Visitor Log along with the time of arrival, and the number from the visitor badge the visitor is given.

- 8.2.2 The EMCBC Receptionist must ensure the visitor declares U.S citizenship, and that all other information blocks on the Visitor Log are completed prior to giving the visitor a visitor badge. Persons with a DOE Security Badge will not be given an EMCBC Visitor Badge, but the DOE Security Badge must be worn above the waist at all times.
- 8.2.3 For Training Classes Only, the HR Assistant (HRD&EB) is required to meet training guests at the receptionist desk and escort all guests to the training location. HR is responsible to ensure the reception desk is staffed approximately thirty (30) minutes prior to the start time of training to ensure coverage.
- * **Note** – For large training classes that exceed the EMCBC capability to issue Visitor Badges, an individual EMCBC Visitor Log will be utilized at the Training Room location to record and verify the student information. Students with proper Personal Identity Verification Badges I or II will not be issued an EMCBC Visitor badge.
- 8.2.4 The Receptionist will attempt to notify the EMCBC Host of the visitor's arrival. If the host cannot be reached, the Receptionist will attempt to contact someone else in the host's organization. The host is encouraged to meet the visitor at the receptionist desk, however this notification is not required. The host is responsible for ensuring that the visitor's activities and whereabouts conform with the purpose of the visit. The host is responsible for ensuring the visitor properly displays his/her visitor badge, ensuring the visitor signs out at the receptionist desk and returns the visitor badge at the conclusion of the visit.
- 8.2.5 The Host or HR Asst. will address Chiquita Center Building Evacuation instructions and other Visitor Procedure requirements with the training guest(s) or visitor(s).
- 8.2.6 The Host or HR Training Assistant will determine the need for proximity cards to be issued to Visitors and Training Guests (respectively) and communicate that need to OLM.
- 8.2.7 The OLM will prepare proximity card(s) and distribute cards to the Host or HR Assistant.
- 8.2.8 The Host issues instructions and proximity card to the visitor.
- 8.3 At the Conclusion of Each Workday, the HR Receptionist shall ensure that all returned visitor badges are reconciled with the Visitor Log.
- 8.3.1 For Multi-Day visits, visitor badges and proximity cards will be collected at the conclusion of training on the final day of training or the final day of the visit.

- 8.3.2 EMCBC employees who host visitors outside of normal business hours are responsible for reporting the following information for each visitor to the EMCBC Security Specialist on the next business day following the visit:

Visitor's Full name
Country of Citizenship
Employer/Organization
Purpose of Visit
Time of Arrival
Time of Departure

Employees who host a visitor to the EMCBC whose visit occurs outside of normal business hours, for example during a weekend, will not be provided with a visitor badge, but must be escorted by their EMCBC host at all times.

8.4 At the end of the Training Class or Visit

- 8.4.1 It is the responsibility of the hosting organization and/or the HR Specialist to ensure collection and return of visitor badges to the reception desk and proximity cards to the Security Specialist or alternate in the Office of Logistics Management.
- 8.4.2 HR Receptionist reconciles the Visitor Log Book with returned Visitor Badges.
- 8.4.3 OLM deactivates Visitor Proximity Card(s)

8.5 During Any Visit

- 8.5.1 A host or any other EMCBC employee who believes a visitor is engaging or has engaged in any unauthorized or otherwise inappropriate activity involving EMCBC/DOE interests must report this belief to the EMCBC Security Specialist as soon as possible. If the Security Specialist is unavailable, the employee should notify the Assistant Director for his/her office. Examples of unauthorized/inappropriate activity include: refusal to wear the assigned visitor badge; attempting to replicate the visitor badge; provision of the visitor badge to someone else; solicitation of sensitive information unrelated to the purpose of the visit; presence in areas of the EMCBC that are unrelated to the purpose of the visit; evidence that the visitor has provided fraudulent identification or information during the visitor sign-in process; theft, vandalism, and espionage.

9.0 RECORDS MAINTENANCE

9.1 Records generated as a result of this document are identified as follows:

9.1.1 IP-470-01-F1, EMCBC Visitor Log

10.0 FORMS

10.1 IP-470-01-F1, “EMCBC Visitor Log”

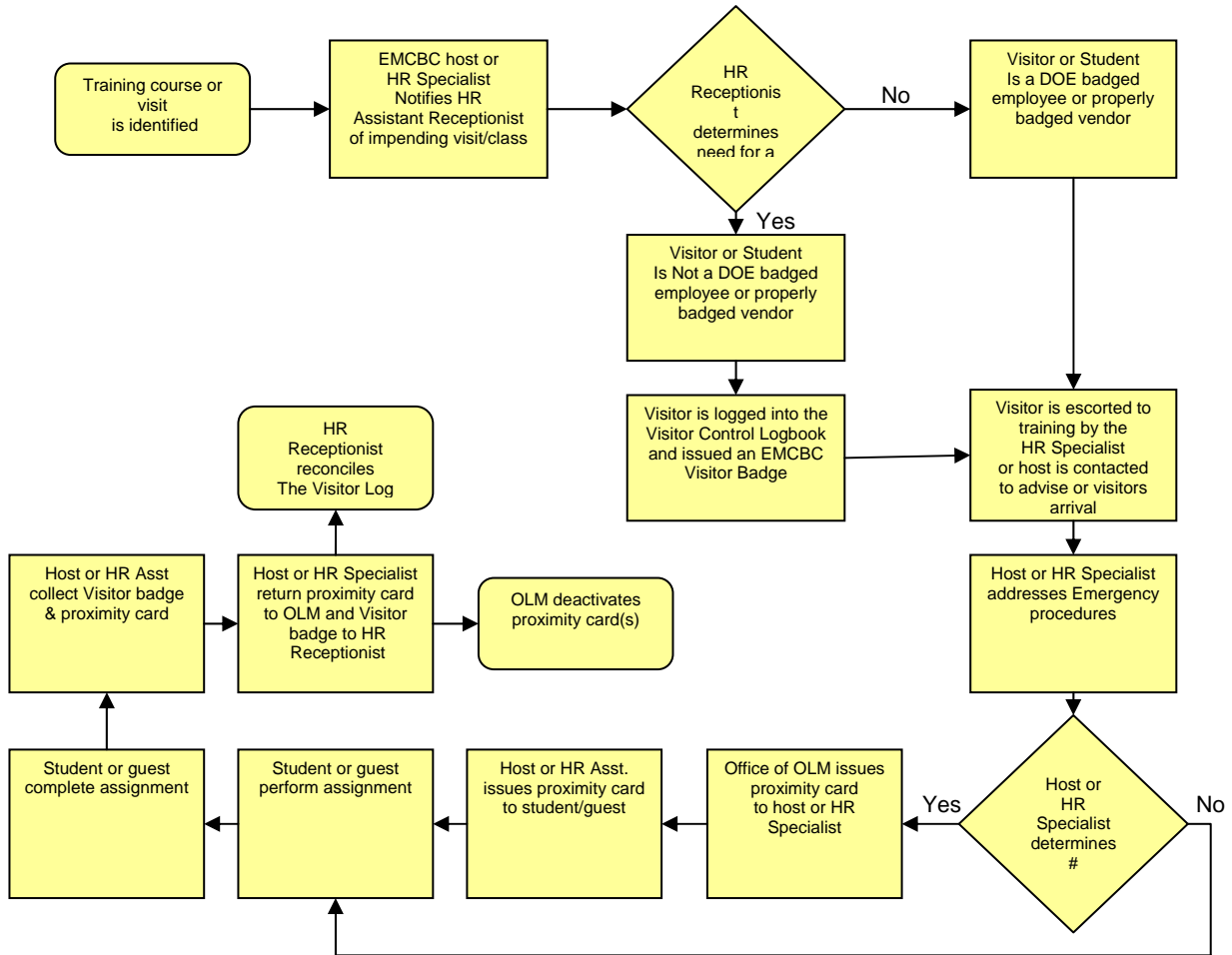
11.0 ATTACHMENTS

11.1 Attachment A Visitor Access Process Flow Chart

11.2 Attachment B EMCBC Visitor Log Form

Attachment A - Visitor Access Process Flow Chart

VISITOR ACCESS PROCEDURE FLOWCHART



Date: _____

EMCBCVISITOR LOG

BADGE NUMBER	PRINT & SIGN NAME	COMPANY ORGANIZATION	CITIZEN OF WHAT COUNTRY	TIME IN	PURPOSE & NAME OF PERSON VISITED	TIME OUT
	First MI Last					

EMCBC RECORD OF REVISION**DOCUMENT**

If there are changes to the controlled document, the revision number increases by one. Indicate changes by one of the following:

I Placing a vertical black line in the margin adjacent to sentence or paragraph that was revised.

I Placing the words GENERAL REVISION at the beginning of the text.

Rev. No.	Description of Changes	Revision on Pages	Date
1	Original Document	All	
2	Added definition of Prohibited Articles	Page 2	5/12/08
	Modify HR Assistant and EMCBC staff hosting visitors responsibilities	Page 2	
	Modify to include additional floor space	Pages 2 & 3	
	Modify to include PIV II Credential	Page 2	
	Modify to include escort to training location	Page 3	
	Modify to limit work until 5:30 unless escorted	Section 7.4, Page 3	
	Modify to address credentialed vendors, repairmen and delivery personnel	Section 7.5, Page 3	
	Modify sentence structure	Page 4	
	Address turn in of proximity cards & badges at the conclusion of training on last day of training.	Page 5	
	Added Proximity Card issuance to process flow	Section 8.2.6 to 8.2.8, Page 5	
	Modify reconciliation of badges to log	Section 8.3, Page 5	
	Modify turn in of badges & proximity cards	Section 8.3.1, Page 5	
	Clarified weekend guests	Section 8.3.2, Page 5	
	Added closure steps to procedure, i.e. close out		
	Badge and proximity card issuance	Section 8.4.2 & 8.4.3, Page 6	
	Added EMCBC Visitor Log Form	Attachment B	

Document Review Record Sheet				
Document Title	Visitor Access Procedure			
IP Number 470-01	Revision No. 2	Date Issued for Review April 24, 2006		
The subject document is being submitted for your review, approval or comments. Since this review is controlled, a response is required from all reviewers. Therefore, please return the review sheet with or without comments				
To: L. Chafin	Extension: 60461	By: May 8, 2006		
Additional Instructions:				
Reviewer	Approve	Approve w/Comments	Do Not Approve	Signature of Reviewer
Comments may be attached to a separate sheet of paper				
APPROVE: Signifies the reviewer's acceptance of the document issued for review.				
APPROVE w/comments: Signifies the reviewer's overall acceptance of the document regarding concept, practice, implementation, provisions and assigned responsibilities. However, the reviewer has suggestions as to the organization of its contents or helpful additions and/or deletions. These comments are termed "non-mandatory comments" and do not require formal resolution between the reviewer and preparer.				
DO NOT APPROVE: Signifies that the reviewer has identified significant problems regarding concept, practice, implementation or responsibilities that render the document unacceptable and/or not in conformance with stated requirements. Such problem areas must be clearly identified by the reviewer. It is mandatory for the preparer to resolve these comments with the reviewer, document the resolution and obtain the reviewers concurrence for the resolution. The reviewer's written concurrence with the resultant change in disposition shall be documented on this form.				
General Review Comments:				
When review is delegated, the designated reviewer shall review and indicate concurrence with the designee's review comments and recommend disposition:				
Designated Reviewer	Concur	Do Not Concur	Signature	Date

IP-470-01, Rev. 2

PROCEDURE CHANGE REQUEST	
DATE: <u>04/18/08</u>	
INITIATOR: <u>Tim Marcus</u>	
INITIATOR PHONE NUMBER: <u>60477</u>	
DOCUMENT AFFECTED: _____	
SECTION: _____	PARAGRAPH #: _____
IP NUMBER : _____	PARAGRAPH #: _____
NEW IP: <u>IP-470-1, Rev. 2</u>	
PROPOSED REVISION: <u>Minor changes to incorporate changes to the EMCBC facility and changes from operational experience using Rev 1.</u>	
JUSTIFICATION: <u>Two year review period and necessary modifications from operational experience</u>	
Requested by: <u>Lynn Chafin</u>	DATE: <u>4/3/2008</u>
Approval: _____ Timothy J. Jackson Associate Director	DATE: _____
Assigned to: <u>Tim Marcus</u>	DUE DATE: <u>4/30/2008</u>